

Finding A Work-From-Home Job

Many women want to earn an income and still be home for their kids, but are not interested in starting their own business. And it is possible to find ways to work at home, due to today's technology and an increasing willingness of employers to allow non-traditional work arrangements. Telecommuting is becoming more accepted as an option for employees—especially for parents.

But beware! There are con artists out there who would like to seduce you with a too-good-to-be-true offer of working at home and making a huge income doing so. You see these come-ons in newspaper ads and on funky little signs posted on telephone poles everywhere.

Working from home is possible, without being taken for a ride. But you have to be careful to separate the con jobs from realistic, reputable options. Here's how to find real opportunities:

Search the Internet. Use a variety of search engines to research home-based job offers. Some key words/phrases to help you search are: telecommute, work from home, work at home, part-time, home-based, virtual office, offsite.

Post your resume on-line. Another way to search is to find and bookmark on-line job boards and post your resume on each one. Jobs offering non-traditional options are very much in demand and will be filled quickly, so check every day for new openings.

Check out “Mom” websites. Many free sites geared to Moms, often run by work-at-home mothers themselves, are on the Web. They often offer job leads, and good advice and support.

Identify family-friendly companies in your area and apply there. There are also family-friendly employment agencies (who may or may not charge you a fee) who can help you find a work-at-home position. The Office of Child Care, part of the Department of Workforce Services, also maintains a list of family-friendly companies in Utah. They can be reached at: 801-526-4341, or toll-free at 800-622-7390.

Watch out for Scams. You may find them on the Web as well as in print or on signs. Be skeptical and check out every opportunity—especially if it seems too good to be true. Watch for seductive language, such as: “easy money”, “earn money fast”, “no experience required”, “earn money in your spare time”, etc. Before signing on with anyone, check out the company with the Better Business Bureau (<http://www.bbb.org>) and the National Fraud Information Center (<http://www.fraud.org>). Also, WebAssured (<http://webassured.com>) maintains a “Watch List” where you can see complaints from other people about shady companies. And, you can also type the name of a company into different search engines to see any articles on the web about them.

Be skeptical, thorough and persistent, and chances are you'll find a way to work at home that makes sense for you.

If you work at home, you'll also want to follow these guidelines to be successful:

1. Get outside help with the kids. Don't think you can work and watch them at the same time.
2. Establish a clear schedule. Set a routine and train family members to respect your work-related needs. Establish rules about who may answer phones and enter your office, and when.
3. Learn to work odd hours. It can give you more time with your children.
4. Be firm with “intruders”. Let them know that you are still at work and can't be disturbed.
5. Be careful about “home” noises in the background when you're on the phone—it detracts from your image as a professional.